

VIRGINIA: A REGULAR MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS  
HELD IN THE GENERAL DISTRICT COURTROOM OF THE COUNTY  
GOVERNMENT CENTER ON JANUARY 2, 2014 AT 7:00P.M.

PRESENT: SUPERVISOR JOHN M. SEWARD, CHAIRPERSON  
SUPERVISOR ERNEST L. BLOUNT, VICE-CHAIR  
SUPERVISOR JUDY S. LYTTLE  
SUPERVISOR KENNETH R. HOLMES  
SUPERVISOR GIRON R. WOODEN, SR.

ALSO

PRESENT: MR. TYRONE W. FRANKLIN, COUNTY ADMINISTRATOR  
MR. WILLIAM HEFTY, HEFTY & WILEY, COUNTY ATTORNEY  
MS. TERRI E. HALE, FINANCE DIRECTOR  
MS. GAIL CLAYTON, CLERK, CIRCUIT COURT  
SHERIFF ALVIN W. CLAYTON, SR.  
MRS. DEBBIE NEE, COMMISSIONER OF THE REVENUE  
MR. ERVIN JONES, DIRECTOR, PARKS & RECREATION  
MRS. VALERIE PIERCE, DIRECTOR, SURRY SOCIAL SERVICES

#### **CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

The meeting was called to order by Mr. Tyrone Franklin who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and say the pledge of allegiance.

#### **BOARD REORGANIZATION**

Mr. Franklin explained that due to this being the first meeting of the Board of Supervisors in 2014, it is necessary to reorganize, elect new officers, and decide on a regular meeting time and place. Mr. Franklin asked for nominations for the position of Chairman. Supervisor Seward nominated Supervisor Blount. There being no additional nominations, Supervisor Lyttle made a motion that the nominations be closed. Supervisor Wooden seconded the motion; all present voted affirmatively. The Board unanimously approved the nomination of Supervisor Blount as Chairman. Mr. Franklin congratulated Mr. Blount on his election to the position of Chairman of the Board of Supervisors.

Mr. Franklin then opened the floor for nominations for Vice-Chair. Supervisor Wooden nominated Supervisor Seward; Supervisor Seward nominated Supervisor Lyttle. Supervisor Holmes made a motion that the nominations be closed; Supervisor Lyttle seconded the motion which passed with unanimous support. Mr. Franklin asked for a show of hands; Supervisor Lyttle received a majority of the votes and was, therefore, approved as Vice-Chair.

As the Board considered establishing meeting dates, Mr. Franklin informed that the July 2014 meeting would normally be scheduled for the 3<sup>rd</sup>, which is the evening typically reserved for the County's Independence Day Celebration and suggested that the Board schedule on the 10<sup>th</sup> instead. Supervisor Wooden made a motion that the Board establish its meetings on the first Thursday of each month, with the exception of July 2014 when the meeting will be held on the second Thursday, July 10<sup>th</sup>. Meetings will be held at 7:00pm in the General District Courtroom of the Surry County Government Center (45 School Street, Surry, VA 23883). Supervisor Holmes seconded the motion which was passed with unanimous approval.

Chairman Blount stated that he would make appointments to subcommittees and various boards and commissions at the Board's meeting in February. He asked members of the Board to please express their pleasure with regard to these areas of service.

## CONSENT ITEMS

1. Approval of December 5, 2013 Minutes, Board of Supervisors
2. Approval of January 2014 Accounts Payable:

	Accounts Payable	Additional	Total
General Fund	\$100,128.90	\$187,565.88	\$287,694.78
Debt Service	\$63,220.00	\$0.00	\$63,220.00
Capital	\$12,888.48	\$0.00	\$12,888.48
Water & Sewer	\$2,998.26	\$11,690.91	\$14,689.17
CSA	\$19,774.20	\$0.00	\$19,774.20
Indoor Plumbing	\$0.00	\$0.00	\$0.00
Juror Payments	\$0.00	\$390.00	\$390.00
<b>Totals</b>	<b>\$199,009.84</b>	<b>\$199,646.79</b>	<b>\$398,656.63</b>

3. Appropriation Requests:

<b>School System - January 2014</b>		
	Instruction	\$825,000.00
	Admin./Health	\$80,000.00
	Pupil Transp.	\$70,000.00
	Operation/Maint.	\$125,000.00
	Food Serv.	\$50,000.00
	Debt Service	\$35,875.00
	Capital Projects	\$0.00
	Technology	\$50,000.00
	<b>Total</b>	<b>\$1,235,875.00</b>
<b>Dept. of Social Serv. - January 2014</b>		<b>\$150,000.00</b>

#### 4. General Fund 3<sup>rd</sup> Quarter Appropriations FY 13-14

	<b>FY 13-14 Budget</b>	<b>1st Quarter Request</b>	<b>2nd Quarter Request</b>	<b>3rd Quarter Request</b>	<b>Remaining Balance</b>
General					
Government	\$8,254,632.59	\$2,468,905.00	\$2,338,896.00	\$1,742,501.00	\$1,704,330.59
Special Funds	\$218,655.00	\$93,415.00	\$40,000.00	\$45,240.00	\$40,000.00
Debt Service	\$1,615,213.00	\$1,000,000.00	\$0.00	\$615,213.00	\$0.00
Water & Sewer	\$327,870.00	\$100,000.00	\$100,000.00	\$75,000.00	\$52,870.00
Capital Projects	\$2,665,000.00	\$1,765,000.00	\$0.00	\$150,000.00	\$750,000.00
<b>TOTALS</b>	<b>\$13,081,370.59</b>	<b>\$5,427,320.00</b>	<b>\$2,478,896.00</b>	<b>\$2,627,954.00</b>	<b>\$2,547,200.59</b>

5. Certification Request - Commissioner of the Revenue \$1,423.87

6. Certification Request - Treasurer's Office \$1,276.77

Supervisor Lyttle asked that the Board subtract the \$35,875.00 indicated as Debt Service in the School System's Appropriation Request. Ms. Hale indicated that the auditors had recommended that this amount be transferred from the School System to the County's Debt Service and, therefore, no appropriation was needed.

Supervisor Lyttle made a motion that the Board approve the Consent Items as enumerated, with the subtraction of the \$35,875.00 as discussed; Supervisor Seward seconded the motion. Supervisors Seward, Blount, Wooden, Lyttle and Holmes voted affirmatively to approve the motion.

## PROGRESS REPORTS

### 1. VDOT

No Report.

Supervisor Seward stated that he had been contacted by constituents on Cobham Wharf Road concerning unsafe condition of the road from Poplar Lawn to Alliance Road. Supervisor Seward had recommended that the individuals contact VDOT directly via their toll-free line.

Supervisor Holmes reported that patching along Route 602 had broken up again since the road had seen heavy use by logging trucks.

### 2. Treasurer

#### A. Investment Letter

Chairman Blount read the Investment Letter provided by Mary H. Shaw, Treasurer, which stated that as of December 5, 2013 the County

had \$7,341,032.20 in the LGIP Fund. Since that report, accrued interest for November 2013 in the amount of \$641.51 had increased that balance to \$7,341,673.71. As of January 2, 2014 the county had \$7,847,832.37 in total investments, including one CD valued at \$506,158.66 which matures January 18, 2014.

### 3. County Administration

#### A. Presentation: FY 12-13 Audit Report

Mr. Paul Lee, of Robinson, Farmer and Cox, addressed the Board to make a brief presentation regarding audit findings for FY 2012-2013. Mr. Lee informed that County staff would be applying for the Government Finance Officers Association's (GFOA) award for the second year. The County was awarded the Certificate of Achievement for Excellence in Financial Reporting for FY 11-12.

Mr. Lee briefly reviewed the FY 12-13 Comprehensive Annual Financial Report (CAFR). (The CAFR is available online at <http://www.surrycountyva.gov/departments/view/finance-information-technology/>) . He stated that the financial report contained no compliance issues and was an excellent reflection on the County Administrator, Director of Finance and all other departments which had been part of the review process.

Supervisor Lyttle made a motion that the Board accept the CAFR as presented. Supervisor Holmes seconded the motion which met with unanimous approval.

#### B. School Board Request

Mr. Franklin presented the Board with correspondence from the Surry County School Board requesting that the Surry County Board of Supervisors schedule a joint meeting with the School Board to begin the budget process for FY 14-15.

Supervisor Seward made a motion that the Board schedule a joint meeting with the School Board for Thursday, February 13, 2014 at 6:00 pm. The motion was seconded by Supervisor Lyttle and approved by all members present.

#### C. Appointment: Social Services Board

No action was taken.

#### D. Appointment: Board of Historic and Architectural Review

Supervisor Lyttle stated that she had a recommendation, but would like for the individual to be contacted prior to the February meeting of the Board so that an appointment could be made at that time.

E. Appointment: Industrial Development Authority  
No action was taken.

**UNFINISHED BUSINESS**

1. Adoption of Board of Supervisors Strategic Action Agenda

Mr. Franklin reminded the Board of meetings conducted in 2013 with Mr. Michael Chandler for the purpose of developing a Strategic Action Agenda. As a result of these meetings a tentative document had been compiled and reviewed by the Board in a recent workshop meeting.

Supervisor Holmes made a motion that the Board adopt the Strategic Action Agenda as presented. Supervisor Seward seconded the motion; Supervisors Blount, Lyttle, Wooden, Holmes and Seward voted affirmatively. A copy of the adopted document will be made available on the County website.

2. Acquisition of Claremont Fire Dept. Pumper Truck

Mr. Franklin re-introduced a request to purchase a pumper truck for the Claremont VFD which the Board had not previously taken action on. He explained that the purchase price of \$419,978 would have increased by 2.5% if purchased after November 30, 2013. He also reported that some concern had previously been expressed by members of the Board because the vehicle in question did not meet the uniform standard accepted by the Emergency Operations Team.

Supervisor Seward stated that an agreement was executed in 2011 in which all volunteer fire departments, Rescue Squad and Emergency Services Coordinator agreed to "develop uniform standards for all equipment purchased with County funds." In doing so, the departments would eliminate the necessity of cross-training and facilitate cooperative response to emergencies in the County. He also reminded Board members that the Capital Improvement Plan for FY 14-18 has a total of \$525,000 allocated for the purchase of fire equipment/apparatus for all three departments.

Mr. Rocky Barbee, Claremont VFD Active Training Officer, addressed the Board stating that a comprehensive assessment of response needs in the County and specifically in Claremont, supported the need for a vehicle of this kind. The pumper truck which has been requested is a 4-wheel drive vehicle which is able to traverse high water, enable easier access to river-front properties and perform multiple tasks. Mr. Barbee stated that it is considered to be "task specific" for the response area.

Mr. Franklin suggested a review of the cooperative agreement which established uniform standards expressing the need for governance to dictate future purchases. New standards may be needed to accommodate the needs of individual communities. When asked about the urgency of the request, Mr.

Barbee stated that Claremont's primary pumper truck was very old and that reserve trucks were failing.

Supervisor Wooden made a motion that the Board approve the purchase of the Peterbuilt 4WD Pierce Triple Combination Pumper (Urban Interface Vehicle) for Claremont Volunteer Fire Department. The motion was not seconded. Following additional discussion, Chairman Blount recommended that the Board schedule a work session for Thursday, January 16, 2014 at 6:00pm in the Administrative Conference Room to further consider the request.

### 3. Medical Transport Billing

Mr. Franklin reported that a public hearing was held in December 2013 to consider public comments concerning the adoption of a proposed amendment to add Section 12-1 to the Surry County Code as authorized by Section 32.1-111.14 of the Code of Virginia which would establish Emergency Ambulance Transportation Service Fees. No action was taken on this matter following the public hearing. Ordinance 2014-01, if approved, will amend the County Code to establish medical transport fees and authorize the County Administrator to establish necessary policies and procedures which will dictate the billing process. Fee structure will be established at a later date by resolution.

Supervisor Lyttle made a motion that the Board authorize Ordinance 2014-01 as presented. Supervisor Holmes seconded the motion which was passed with unanimous support.

Supervisor Lyttle requested that staff provide the Board with updates on several County projects and was informed by Mr. Franklin that updates would be presented at the Board's meeting on Thursday, February 6, 2014.

## **NEW BUSINESS**

Mr. Franklin announced that the County had just received notification earlier today of a grant award of \$100,000 from the Virginia Department of Game and Inland Fisheries for improvements to the Gray's Creek Marina. Additionally, he informed that the County had been named as a recipient of a \$50,000 grant from the Virginia Tourism Corporation for tourism branding.

Supervisor Seward inquired regarding the election of a replacement for Supervisor Lyttle as VACo Region I Director, as she is no longer eligible to serve in that position having recently elected as Second Vice-President of the VACo Executive Committee. Supervisor Lyttle stated that nominations were closed with only one nomination having been received for Mr. William Robertson, Board of Supervisors, Prince George County. She made a motion

that the Board affirm their support for Mr. Robertson. Supervisor Seward seconded the motion and all present voted affirmatively.

Supervisor Lyttle informed the Board that the South Hampton Roads Resource, Conservation and Development Council, Inc. met on September 17, 2013 and voted to dissolve the Council due to a new lack of interest, vacant Manager of Projects position and no new projects at this time. In order for the Council to be officially dissolved, in addition to a two-thirds (2/3rds) majority vote of Council members, the current Bylaws require the written approval of three-fourths (3/4ths) of the Legal Sponsors. Supervisor Seward made a motion that the Board provide a resolution to support the dissolution of the South Hampton Roads RC&D Council as requested. Supervisor Wooden seconded the motion which passed with unanimous approval.

#### **CITIZEN COMMENTS**

Mrs. Helen Eggleston (Dendron District) spoke in support of the purchase of the requested pumper truck for the Claremont Fire Department.

Mr. Mike Eggleston (Dendron District) also spoke in support of the purchase of the requested pumper truck for the Claremont Fire Department. He expressed concern regarding the repair of potholes.

#### **CLOSED SESSION**

There being no further comments from the public, Supervisor Lyttle made a motion that the Board move to Closed Session to discuss a personnel matter involving a specific employee, as permitted by the Code of Virginia §2.2-3711(A)(1). Supervisor Holmes seconded the motion. Supervisors Blount, Wooden, Holmes, Seward and Lyttle voted in favor of the motion.

Supervisor Seward moved that the Board return to open session and certify by roll call that the closed session was concluded and that nothing had been discussed except the matter of matters permitted to be discussed under the provisions of the Virginia Freedom of Information Act. Supervisor Lyttle seconded the motion; all members present voted affirmatively.

Mr. Franklin advised the Board regarding a new employee, Ms. Sharnelle Hamlin, Victim Witness Resource Coordinator. He informed that Ms. Hamlin has earned two Master's Degrees and has previous experience serving in the Victim Witness program in the City of Hampton. He proposed a starting salary of \$40,000. Following a brief discussion, Supervisor Wooden made a motion that the Board approve the hiring of Ms. Sharnelle Hamlin for the position of Victim Witness Resource Coordinator at the salary indicated. The

motion was seconded by Supervisor Lyttle; Supervisors Blount, Seward, Holmes, Wooden and Lyttle voted affirmatively.

#### **ADJOURNMENT**

There being no further business before the Board, Supervisor Lyttle made a motion to continue the meeting to Thursday, January 16, 2014 at 6:00pm. Supervisor Seward seconded the motion which passed with unanimous approval.